WEB-BASED ONBOARDING PROCESS

For large agencies transitioning to VITA, Human Resource Management Services is pleased to announce our web-based onboarding tool. This easy to use tool provides welcome and introductory information to incoming employees as well as assists them in completing the paperwork required for their transition to VITA.

Future VITA employees will be able to complete the onboarding paperwork in segments at their own pace. The tool will let employees know which sections have been completed and which still need attention. Links are provided to required forms. Upon completion of the onboarding process, a checklist is provided. Completed forms will be mailed to VITA's Human Resource Management Services for processing. Deadlines for submission of paperwork will be provided based on agency transition dates. Employees who need assistance in completing their onboarding paperwork will have access to a human resource professional.

Use of this important tool will allow VITA to onboard all large agency employees in an efficient, effective, and timely manner. We look forward to receiving your feedback after using our web-based onboarding tool.